

NC DEPARTMENT OF CRIME CONTROL & PUBLIC SAFETY
Certified Law Enforcement Branch
Public Safety Supervisor

Description of Work: The primary purpose of this position is to supervise employees to ensure that all aspects of police and fire protection are maintained at the highest level of readiness to serve the people of the Butner jurisdiction in the protection of property and life. With full powers of arrest, employees enforce the laws of the State and the United States Government. Work involves supervision and/or management of a unit of officers in their responses to routine calls, emergencies, and other law enforcement and fire fighting services provided. Employees evaluate appropriateness of officer responses; designate assignments; direct needed resources; and interpret laws, ordinances and department policies and procedures. Duties may include orientation and training of officers, inspections of officers and/or other departmental personnel on a shift, conducting pre-shift briefings, review of all reports and investigations accomplished during a shift, activity coordination, discipline, conducting performance reviews, and providing input concerning operational planning. Carries out duties with loyalty to mission of Butner Public Safety.

Minimum Training and Experience

Graduation from high school or possession of a high school equivalency certificate and three years of law enforcement and fire fighting experience.

Necessary Special Qualifications

Certification as a Law Enforcement Officer in accordance with the provisions of the North Carolina Criminal Justice Training and Standards Commission and Certification as a Level I Fire Fighter in accordance with the provisions of the State Office of the Fire Marshall.

Competency Profile	Definition
<i>Technical Knowledge</i>	Understands the concepts, practices, and theories used in the technical specialty area under his/her direct control and applies these specific or broad disciplines that include varied levels of detail.
<i>Effective Communication</i>	Conveys concepts and issues clearly to others, verbally, non-verbally, and in writing. Communication emphasizes listening and understanding between parties.
<i>Problem Solving/ Decision Making</i>	Identifies problems, determines possible solutions, and takes action to resolve the issues. Takes action consistent with available facts, constraints, and probable consequences; using effective approaches for choosing a course of action or developing appropriate solutions and/or reaching conclusions. Weighing alternative action and making decisions that incorporate facts, opinions, tangible and/or intangible factors.
<i>Platoon Management</i>	Uses appropriate interaction skills and methods to guide individuals or groups to accomplish work.

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Functional Competencies	Contributing	Journey	Advanced
<i>Technical Knowledge</i>	n/a	Advanced knowledge of criminal and traffic laws to ensure consistent enforcement of criminal and traffic laws by staff. Advanced knowledge of fire suppression techniques. Advanced knowledge of standard law enforcement and fire suppression equipment, its care and safe use according to Division SOPs in order to conduct inspections.	n/a
<i>Effective Communication</i>	n/a	Effectively communicates with staff daily through interpersonal interactions and written documentation. Employs formal conflict resolution and mediation skills. Researches and prepares written analysis of comprehensive issues and prepares and conducts presentations. Disseminates, interprets and explains policy and procedures. Interprets new laws, ordinances, rules, and policies for staff and confirms understanding of same.	n/a
<i>Platoon Management</i>	n/a	Manages and directs employees in general patrol and traffic enforcement and investigative work. Knowledge of staff availability, skills and resources to make assignments. Establishes employee work expectations and reviews and assesses individual and platoon performance based on standards. Identifies educational needs of staff; teaches or instructs others. Understanding of operational standards and identifies operational errors and recommends actions to correct.	n/a
<i>Problem Solving/ Decision Making</i>	n/a	Assists officers with difficult or unusual situations. Analyzes and resolves problems through informal discussions and formal procedures. Improves operations and streamline work processes. Analyzes division operations through sampling, on-scene observation, and surveys and recommend changes. Consults with management if decisions have organizational and/or public impact. Gathers available information and selects option best suited to situation. Makes independent decisions without supervisory input, by interpreting and/or incorporating laws, rules, and/or regulations that impact platoon.	n/a